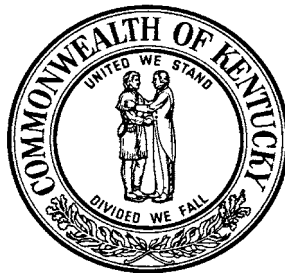


**REPORT OF THE AUDIT OF THE  
PENDLETON COUNTY  
CLERK**

**For The Year Ended  
December 31, 2001**



**EDWARD B. HATCHETT, JR.**  
**AUDITOR OF PUBLIC ACCOUNTS**  
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## **EXECUTIVE SUMMARY**

### **AUDIT EXAMINATION OF THE PENDLETON COUNTY CLERK**

**For The Year Ended  
December 31, 2001**

The Auditor of Public Accounts has completed the Pendleton County Clerk's audit for the year ended December 31, 2001. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

#### **Financial Condition:**

Excess fees increased by \$9,981 from the prior calendar year, resulting in excess fees of \$38,223 as of December 31, 2001. Revenues increased by \$74,343 from the prior year and disbursements increased by \$64,362.

#### **Report Comment:**

- Lacks Adequate Segregation Of Duties

#### **Deposits:**

The Clerk's deposits were insured and collateralized by bank securities or bonds.

#### **Grant:**

The County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$13,267. Funds totaling \$22,164 were expended during calendar year 2001. The unexpended grant balance is \$23 as of December 31, 2001.



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**EDWARD B. HATCHETT, JR.**  
**AUDITOR OF PUBLIC ACCOUNTS**

To the People of Kentucky

Honorable Paul E. Patton, Governor

Gordon C. Duke, Secretary

Finance and Administration Cabinet

Dana Mayton, Secretary, Revenue Cabinet

Honorable Henry W. Bertram, Pendleton County Judge/Executive

Honorable Bonnie S. Monroe, Pendleton County Clerk

Members of the Pendleton County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Pendleton County, Kentucky, for the year ended December 31, 2001. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 2001, in conformity with the modified cash basis of accounting.



To the People of Kentucky  
Honorable Paul E. Patton, Governor  
Gordon C. Duke, Secretary  
Finance and Administration Cabinet  
Dana Mayton, Secretary, Revenue Cabinet  
Honorable Henry W. Bertram, Pendleton County Judge/Executive  
Honorable Bonnie S. Monroe, Pendleton County Clerk  
Members of the Pendleton County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated January 17, 2003, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

- Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a stylized flourish at the end.

Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Audit fieldwork completed -  
January 17, 2003



PENDLETON COUNTY  
 BONNIE S. MONROE, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

For The Year Ended December 31, 2001

Receipts

State Grants - Library and Archives Grant (Note 4)		\$ 22,164
State Fees For Services:		
Reimbursement of Personnel Expenses	\$ 4,312	
Tax Bill Preparation	1,046	
New Registrants	274	
Miscellaneous	<u>746</u>	6,378
Fiscal Court:		
Tax Bill Preparation	\$ 3,645	
Postage and Supplies	<u>2,614</u>	6,259
Licenses and Taxes:		
Motor Vehicle-		
Licenses and Transfers	\$ 355,321	
Usage Tax	981,641	
Tangible Personal Property Tax	923,512	
Licenses-		
Fish and Game		
Marriage	3,312	
Occupational	1,158	
Deed Transfer Tax	26,423	
Delinquent Tax	<u>62,291</u>	2,353,658
Fees Collected for Services:		
Recordings-		
Deeds, Easements, and Contracts	\$ 10,722	
Real Estate Mortgages	27,805	
Chattel Mortgages and Financing Statements	38,383	
Powers of Attorney	506	
All Other Recordings	22,672	
Charges for Other Services-		
Candidate Filing Fees	<u>450</u>	100,538
Other:		
Miscellaneous		3,155

The accompanying notes are an integral part of this financial statement.

PENDLETON COUNTY  
 BONNIE S. MONROE, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
 For The Year Ended December 31, 2001  
 (Continued)

Receipts (Continued)

Interest Earned	\$ 18
Total Receipts	\$ 2,492,170

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 278,698
Usage Tax	952,085
Tangible Personal Property Tax	352,597

Licenses, Taxes, and Fees-

Delinquent Tax	8,701
Legal Process Tax	12,350
Candidate Filing Fees	270
	<u>\$ 1,604,701</u>

Payments to Fiscal Court:

Tangible Personal Property Tax	\$ 99,220
Delinquent Tax	8,168
Deed Transfer Tax	24,890
Occupational Licenses	895
	<u>133,173</u>

Payments to Other Districts:

Tangible Personal Property Tax	\$ 434,756
Delinquent Tax	27,434
	<u>462,190</u>

Payments to Sheriff 3,946

Payments to County Attorney 9,039

The accompanying notes are an integral part of this financial statement.

PENDLETON COUNTY  
 BONNIE S. MONROE, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
 For The Year Ended December 31, 2001  
 (Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay:

Personnel Services-			
Deputies' Salaries	\$	133,802	
Contracted Services-			
Office Supplies		6,869	
Postal Service		1,627	
Library and Archives Grant (Note 4)		22,164	
Other Charges-			
Conventions and Travel		185	
Postage		5,655	
Tax Bill Preparation		2,088	
Utilities		2,461	
Miscellaneous		48	
Capital Outlay-			
Office Equipment		363	\$ 175,262
Total Disbursements			\$ 2,388,311
Net Receipts			\$ 103,859
Less: Statutory Maximum	\$	61,306	
Training Incentive		730	62,036
Excess Fees			\$ 41,823
Less: Expense Allowance			3,600
Excess Fees Due County for 2001			\$ 38,223
Payments to County Treasurer - January 24, 2002			38,223
Balance Due at Completion of Audit			\$ 0

The accompanying notes are an integral part of this financial statement.

PENDLETON COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2001

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2001.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 7.17 percent for the first six months and 6.41 percent for the last six months of the calendar year.

PENDLETON COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2001  
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits:

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2001, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the County Clerk's agent in the County Clerk's name, or provided surety bond which named the County Clerk as beneficiary/obligee on the bond.

Note 4. Grant

The County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives. As of January 1, 2001, the unexpended balance was \$8,897. An additional \$13,267 was received during the year and interest earned from the grant totaled \$23. Funds totaling \$22,164 were expended during the year. The unexpended grant balance is \$23 as of December 31, 2001.

PENDLETON COUNTY  
BONNIE S. MONROE, COUNTY CLERK  
COMMENT AND RECOMMENDATION

For The Year Ended December 31, 2001

INTERNAL CONTROL - REPORTABLE CONDITION AND MATERIAL WEAKNESS:

Lacks Adequate Segregation Of Duties

We noted the lack of adequate segregation of duties for the internal control structure and its operation that in our judgment is a reportable condition under standards established by the American Institute of Certified Public Accountants. Due to the entity's diversity of official operations, small size, and budget restrictions the official has few options for establishing an adequate segregation of duties. Management has considered and rejected additional cost when setting budget limits on spending for salaries and therefore accepts the degree of risk for a lack of an adequate segregation of duties. We believe this lack of an adequate segregation of duties to be a reportable condition and a material weakness.

Because of the limitations of the Clerk's office it appears that only compensating controls may achieve a proper segregation of duties. Compensating controls require the Clerk's direct supervision over receipts and disbursements and includes, but is not limited to, the following:

- 1) Cash recounted and deposited by the Clerk.
- 2) Surprise cash counts by the Clerk.
- 3) Periodic reconciliation by the Clerk of daily AVIS reports to receipts for usage tax, license fees, and tangible personal property taxes.
- 4) Periodic reconciliation by the Clerk of other monthly collection reports to source documents and the receipts and disbursement ledgers.
- 5) Requiring dual signatures on checks with one being that of the Clerk.
- 6) Examination by the Clerk of payroll checks prepared by another employee and delivering said checks.
- 7) Examination by the Clerk for proper documentation of other disbursement checks prepared by another employee.
- 8) Disbursements mailed by the Clerk.
- 9) Requiring employees to be cross-trained.
- 10) Requiring employees to take mandatory vacations.
- 11) Bank reconciliations prepared or examined by the Clerk.

We recommend that these controls be performed in order to offset a lack of adequate segregation of duties. Documentation of these controls should be maintained for the auditor in order to verify their existence.

*County Clerk's Response:*

*I understand.*

PRIOR YEAR:

- The County Clerk's Office Lacks Proper Segregation Of Duties

This has not been corrected and is repeated.

REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS







**EDWARD B. HATCHETT, JR.**  
**AUDITOR OF PUBLIC ACCOUNTS**

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**Report On Compliance And On Internal Control**  
**Over Financial Reporting Based On An Audit Of The Financial**  
**Statement Performed In Accordance With Government Auditing Standards**

We have audited the statement of receipts, disbursements, and excess fees of the Pendleton County Clerk for the year ended December 31, 2001, and have issued our report thereon dated January 17, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Pendleton County Clerk's financial statement for the year ended December 31, 2001, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Pendleton County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting.



Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

Internal Control Over Financial Reporting (Continued)

However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. A reportable condition is described in the accompanying comment and recommendation section.

- Lacks Adequate Segregation Of Duties

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable condition described above to be a material weakness.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,



Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Audit fieldwork completed -  
January 17, 2003

